

Date: [Insert Date]

Subject: Confidentiality and Privacy Ethics Agreement

Dear [Candidate Name],

At [Company Name], we prioritize the protection of sensitive information and the privacy of our clients, employees, and business partners. As part of our recruitment process, you may be granted access to proprietary data, trade secrets, or personal information.

By proceeding with your application, you agree to the following ethical standards:

- 1. Confidentiality:** You agree to keep all non-public information shared during the interview process strictly confidential. This includes business strategies, technical designs, financial data, and internal processes.
- 2. Data Privacy:** You agree to handle any personal data you may encounter in accordance with applicable privacy laws and our company policies. You shall not download, copy, or distribute such data for personal use.
- 3. Use of Information:** Any information provided to you during the hiring process is to be used solely for the purpose of evaluating your potential employment with [Company Name].
- 4. Non-Disclosure:** You shall not disclose the specific details of interview questions, assessments, or internal discussions to any third party or on public platforms.

Please acknowledge your agreement to these terms by signing below or replying to this email with your formal acceptance.

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Candidate Acknowledgment:

Signature: _____

Date: _____